

## Instructions for Train-to-Career Cost Reimbursement Invoice

- Sub-Recipient Name: Agency Name
- Address: Street, City, State and Zip
- Contact Person/Phone Number: Person who prepared the invoice/direct phone #
- Program: Train-to-Career
- Invoice #: Sequentially numbered starting with 1
- Master Contract #: Check your FAN
- FAN #: Check your FAN
- FAN Period: 1/1/\_\_\_ to 12/31/\_\_\_
- Invoice Period: Provide the one month period being covered by the particular invoice
- Description (cost categories):  
Line 1: Service Related Expenses  
Line 2: Support Services
- FAN Budget: Enter the total dollar amount for each cost category, check your FAN
- Prior Period Costs: Enter the total amount received prior to this invoice
- Cost This Invoice Period: Enter the dollar amounts requested by cost category and **please round to the nearest dollar** (\$2,650 not \$2,649.50)
- Cumulative Total: Enter the total dollar amount requested including this invoice for the total FAN period (Prior Period Costs plus Cost This Invoice)
- Total Expenses: Total of Line 1 Cumulative Total and Line 2 Cumulative Total columns
- Net Payment – This Invoice: Total of Line 1 Cost This Invoice Period and Line 2 Cost This Invoice Period
- Prepared By: Print the name of the person who prepared the invoice, signature and date below
- Director of Agency: Print the name of the agency director or authorized designee, signature and date below